

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent
Full-time

☒ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length ____

☐ Formal Training
and Development
Assignment

Position Title: Student Assistant

Classification: Student Assistant

Location: Central Office

Section/Unit: Collection Systems Bureau

Salary Range: Varies

Number of Vacancies: 1

Job Description: (includes typical duties)

FTB is an exciting place to work where teamwork is a way of life. The Collection Systems Bureau provides a variety of services to support the Accounts Receivable Management Division's collection systems. The duties of this position are in direct support of the department's manual and automated collection process that result in the generation of revenue for the State of CA. Under the general direction of the DPM II and/or the Leads, performs a variety of duties in support of the maintenance and enhancement of the ARCS System. Duties include but are not limited to administrative functions.

Required Knowledge, Skills, Abilities:

- Knowledge of Microsoft Word, Excel, Visio, and Outlook
- Excellent attendance
- Strong organizational skills and the ability to handle multiple tasks
- Outstanding interpersonal skills to ensure quality customer service
- Ability to work independently and exercise good judgment
- Ability to adapt to changing priorities

Desirable Experience/Qualifications:

- Creative and sense of humor
- Strong oral and written communication skills

Mail or hand deliver your application by: September 22, 2006

Contact Person: Kelly Morrow

Telephone Number: (916) 845-6334

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Kelly Morrow

Special Instruction: **FTB Employees Hand Deliver or Route To** Kelly Morrow at **M/S A211**

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.